

**Ignacio Community Library Board of Trustees  
Minutes of Regular Meeting  
May 15, 2024**

**I. Call to Order**

Meeting called to order by Clark Craig at 6:03 p.m.

**II. Roll Call**

Present: Clark Craig, Lovvis Downs-Glass  
Bryan Bagdol via phone, Marcia Vining and Liz VonTauffkirchen  
Absent (Excused): Leila Baker and Dayna Talamante-Montoya  
JoAnn Sloan arrived at 6:08

**III. Approval of Agenda**

Lovvis moved to approve the agenda; Clark seconded. Meeting suspended until the arrival of JoAnn Sloan so vote could be taken with quorum present. Votes: 4 for, 0 opposed. Motion carried unanimously.

**IV. Approval of April 2024 Minutes**

Lovvis moved to approve the April minutes with corrected adjournment time. JoAnn seconded. Votes: 4 for, 0 opposed. Motion carried.

**V. Public Input–None**

**VI. Unfinished Business**

**A. Marcia’s Leave**

Marcia reported that she has tickets for May 29th, with return on August 13th. The members consent to her vacation absence with Liz acting as Library Director.

**VII. New Business**

**A. Employee Benefits Leave Time Accrual/Sick Leave**

Marcia got in touch with Library Research Services. She couldn’t find a library with a similar community situation. She reported that ICL Staff would like Sick Time and Leave Time accrual to be separated. State Law required Sick Leave to be earned 1 hr sick leave per 30 hours worked, with up to 48 hours of sick leave accrual. Board consensus is to be in compliance with State requirements and to amend the Employee Handbook to reflect the change. Bryan asked if separation of the two types of leave would affect accrual time.

At the next meeting, Liz will have a draft of the policy for Sick Leave. Clark directed Marcia and Liz to draft separation of Sick Leave and Annual Leave policies. Discussion of this topic and a vote on the policy changes will take place at next month's meeting.

(Bryan left the meeting at 6:20.)

Leave Time: Marcia asked the Members about whether the Leave Time benefit would be increased for the reasons of staff retention and recruitment. Financially, ICL has the money for it. Lovvis stated that the Library needs to see the impact on the budget and may want to see the outcome. Clark noted it would impact the budget by about \$11,000.

The change would be effective as of January 1, 2025, but accrual would be retroactive from January 1, 2024. The Leave Policy draft and vote will be at the next Board meeting.

Length of Employment	Proposed			Cap
	Leave Accrued per Pay Period	Total Hours Per Year	Weeks Vac	
0-5	6.0	144	3.60	200
6-10	8	192	4.8	240
11-15	10.0	240	6.00	280
16-20	11.0	264	6.60	320
20+	12.0	288	7.20	360

Lovvis moved to set up Leave Time as proposed above; JoAnn seconded. Votes: 3 for, 0 opposed.

**VIII. Director's Report–Marcia Vining**

The Director's Report is located on the Members' laptops.

Marcia noted that the Crossroads exhibit has had many visitors. The Library put together a successful scavenger hunt for the Hope Christian Academy group of about 30 students. Marcia reported that ICL is almost at prepandemic numbers. She estimates the current number is about 900. Clark requested to have the 2024 numbers at the next meeting. The Library sees some difference in program attendance. Clark suggested also including Bookmobile and community contacts as additions to the Patron Report.

**IX. Treasurer's Report--Lovvis Downs-Glass**

Expense Report: Taxes will be coming in with April payments. No questions

Insurance: No questions

Software: The increase is due to a 3 year Meraki agreement instead of one year.

Copier and Lease Maintenance: Extra charges from Xerox. The El Pomar grant money can offset some of these amounts.

Note: Lovvis can sign checks, if needed, in Marcia's absence.

Credit Cards: No questions.

Payroll: No questions

Dewey had a generator exhaust pipe issue that has been resolved.

P & L Statement: No questions

Net Income for January through April = \$13,622.88

Transaction Report: No questions

JoAnn moved to accept the Treasurer's Report. Clark seconded. Vote: 3 for, 0 opposed.

Motion carried.

## **X. Open Discussion**

JoAnn thanked Marcia for getting toilet seat covers for the restrooms.

Marcia mentioned that whether to have a July meeting should be discussed at next month's Board meeting.

Clark noted that the Crossroads Museum on Main exhibit has two weeks left. He encouraged everyone to visit.

## **XI. Adjournment**

Clark adjourned the meeting at 6:51 p.m.

The next ICL Board meeting is scheduled for June 19, 2024, at 6:00 p.m.

Claudia Foley submits the minutes to the Board of Trustees for approval.